

**Plumas County Children and Families Commission
PCCFC**

Minutes

**Wednesday, September 12, 2001
9:00 a.m.-11:29 a.m.
Plumas Rural Services
586 Jackson Street**

Attendees:

Commissioners: Carol Burney, Tami Mitchell Davidson, Elliot Smart, and
Irasema Tavares.
Staff: Ellen Vieira, Ex. Dir., and Diana Conen.
Public: Jaye Bruce and Michael Butler.

Mr. Smart opened the meeting at 9:08 and said that in the absence of the Chairperson and Vice Chairperson of the Commission and lacking any mention in the by-laws of a designated alternate, Chairperson Miller had asked that he chair the meeting.

I. Introductions:

Commissioners and meeting attendees introduced themselves. Commissioner Tami Mitchell Davidson said that she would no longer be using her married name, Mitchell. Due to lack of a quorum, Mr. Smart said that the discussion items would be taken up first.

II. Public Comment:

Mr. Michael Butler reported to the Commissioners on work that he has been doing for legislative advocacy for the State of California Parent-Teachers Association. Legislation pending in the current term includes AB202 regarding nutritional food requirements for school lunches, and AB1189 regarding necessary small school funding.

III. Executive Director's Report:

Ms. Vieira said that most of the information that she wanted to convey to the Commissioners had been covered in her written report. She said that although the State Commission had originally intended not to meet in August, a meeting was held August 16, 2001 for the purpose of authorizing the use of the name "California Children and Families Partnership" in mass media communication and public education materials only. Ms. Vieira explained that the name change was prompted by studies showing a more positive public response to the word "partnership."

Copies of the revised Advisory Committee on Diversity report, including equity principles, vision statement and glossary were included in the Commissioners' agenda packages.

Ms. Vieira will not be attending the Commissioners Retreat September 30, 2001 in San Diego, as none of the commissioners had informed her that they were planning to attend.

Commissioner Carol Burney said that she might be able to participate in the teleconference on Faith Based or Charitable Organizations on September 21st.

Ms. Vieira said that a completely revised and simplified Call for Letters of Interest or Intent to Apply for the next funding cycle has been mailed to about 75 agencies. Responses are due back to the Commission's office by 5:00 p.m. September 28, 2001. The final draft of the full Request for Applications is finished. Ms. Vieira said that she has made the application more specific and concise. The application will be released October 1, 2001, and the deadline for receiving the applications is November 16th. Technical Assistance workshops have been scheduled for October 25th and 26th, and all questions and answers regarding the application process will have to be in writing to assure fairness in the application process and judging of the proposals.

The Request for Funds for Child Care Retention/Incentives application has been completed and mailed. Copies were provided to Commissioners. The PCCFC is asking for matching funds of \$30,000 for the two-year project. Ms. Vieira said that Plumas Rural Services agreed to keep administrative and personnel costs below 17% so that more than \$70,000 of the total budget of \$90,000 will be spent on stipends and incentives for child care workers.

Ms. Vieira has already started work on the Annual Report that must be completed by October 15, and the evaluation component will be strengthened when the evaluation consultant, Susan Kocher, completes work on the evaluation plan.

Technical Assistance on School Readiness will still be available to the 13 ineligible counties, along with the information released by the State Commission. Ms. Vieira will keep the Commissioners informed with updates as appropriate. As it is likely that the rural counties may also be ineligible for future state initiatives, the Rural Caucus may propose an alternate solution to this funding problem. The Commissioners directed Ms. Vieira to monitor developments in the Rural Caucus, and communicate them to the Commissioners.

The delayed press conference to launch the New Parents Kits is scheduled for September 25th in Los Angeles at the Hope Street Family Resource Center. Ms. Vieira said that health care providers will distribute the kits during pre-natal visits, which has been shown to be the most effective method. Local planning for customization and distribution is nearly completed.

At 9:45 a.m. Commissioner Rita Scardaci arrived, completing the necessary five-member quorum.

State Commission Executive Director, Jane Henderson, will visit Plumas, Sierra, and Lassen Counties on Thursday, October 4, 2001. The Commissioners discussed hands-on ways to illustrate rural issues and show results of CCFC funding. A luncheon will be planned in Quincy or Chester.

The Commissioner vacancy created by the resignation of Kristy Brown has been publicized and letters sent to all of the previous applicants to determine if they would still be willing to serve on the commission. Plumas Rural Services has requested an application, but none of the previous applicants has returned an application to date.

The new website for the California Children and Families Association, www.ccafa.org and the new PCCFC website, www.cafc.ca.gov/plumastest are both active.

The Lassen County Children and Families Commission (LCCFC) will be handling the administration of the Four County Rural Oral Health Project as specified in the MOU with LCCFC that was included in the Consent Agenda for September. Ms. Vieira met with the Executive Directors of Lassen and Sierra counties, and consultant Beverly Isman, on August 15th. A regional coordinator will be hired for the project.

IV. Public Hearing:

Mr. Smart opened the Public Hearing for the Strategic Plan Adoption. There were no public comments. Ms. Vieira said that the only changes that had been made to the Strategic Plan were to correct some outdated information and names. An anticipated schedule was set for a reassessment during the next year utilizing Association Technical Assistance to rewrite the plan to a more reader friendly, narrative format with statistical information in an appendix. The data will also be updated with whatever results are obtained from Commission program evaluations and surveys the Commission or the Local Child Care Planning Council may conduct in the next year. Ms. Scardaci said that she is very comfortable with the process and timetable for Strategic Plan revisions.

MOTION: Ms. Scardaci, seconded by Ms. Burney, moved to adopt the Strategic Plan with the changes as outlined. VOTE: The motion passed unanimously.

Mr. Smart opened the Public Hearing on the California Children and Families Commission Annual Report for FY 99-00. Mr. Butler commented on the length of time between the end of the fiscal year and the date of the report. There were no additional public comments. Ms. Vieira noted that there were only minor problems found during the fiscal audit, which would be normal in developing any new organization.

MOTION: Ms. Scardaci, seconded by Ms. Tavares, moved to accept the California Children and Families Commission Annual Report for FY 99-00. VOTE: The motion passed unanimously.

V. Consent Agenda

Ms. Vieira said that items placed on the consent agenda will be those that have previously been discussed in detail by the Commissioners, or have sufficient information contained in the item for approval without discussion. Commissioners who wish to discuss any item will be able to request that it be placed on the regular agenda for that meeting.

MOTION: Ms. Burney, seconded by Ms. Davidson, moved to approve the Consent Agenda as presented. VOTE: The motion passed unanimously.

VI. Report on State Commission and Regional Activities:

The Commissioners agreed that these agenda items had been covered in sufficient detail during the Executive Directors Report.

VII. Program Development :

a. Executive Director Personnel Documents

Mr. Smart said that he and Ms. Russell had been appointed as a committee to draft the job description and performance evaluation for the PCCFC Executive Director position.

MOTION: Ms. Scardaci, seconded by Ms. Davidson, moved to accept the Executive Director Job Description, Annual Performance Evaluation, Performance Factors, and Performance Evaluation Policies and Procedures as proposed by the committee. VOTE: The motion passed unanimously.

Ms. Scardaci noted that it is time for a performance evaluation, and suggested that it be done before the next meeting.

MOTION: Ms. Davidson, seconded by Ms.----, moved to appoint Ms. Russell and Mr. Smart to do the performance evaluation. VOTE: The motion passed unanimously.

b. Update on Childcare Recruitment Leverage Funds Request from PRS

As a result of the request from Plumas Rural Services to fund a media campaign to recruit much needed childcare workers, Ms. Vieira said that PRS, the Plumas County Social Services Department, and the Plumas Child Care Planning Council were able to collaborate on a timely solution. The contract with PRS was updated and Cal Works funds used for the media campaign, and funds from--- will be used to produce a video to be used as a recruitment tool. Ms Vieira said that the Commission should be proud of what has been accomplished to address all the issues related to childcare in Plumas County.

c. Letter of Intent/RFA Schedule and Deadlines

The Call for Letters of Interest/Intent has been mailed to those on the Commissions mailing list. Ms. Scardaci said that she has reviewed the RFA and sees no major changes that would warrant submitting it to the County Counsel Office for review. The RFA will be distributed to those entities that have submitted a Letter of Intent by 5:00 p.m. September 28, 2001.

d. Long Term Goals and Directions for PCCFC

One of the reasons for changing to the more streamlined Consent Agenda was Chairperson Miller's intent to spend time more efficiently during Commission meetings, so that there would be more opportunity for long range planning and program development. Ms. Vieira will convey more information in written reports, so that some time could be set aside during each agenda to focus on future directions for the PCCFC. Ms. Scardaci said that this would be something that could be addressed after the funding commitments are made for the next funding cycle, and suggested that it be done in a structured way to coincide with the Strategic Plan revisions. The Commissioners discussed methods available, including using focus groups for dialog; software for projections of future revenues; visioning; technical assistance available from the State Commission and Association; and use of a paid facilitator to guide the process.

The commissioners directed Ms. Vieira to investigate and bring back a proposal for consideration.

VIII. Public Comment

Mr. Smart discussed a program referred to as "wraparound" that had been presented to the Board of Supervisors by the Mental Health and Social Services departments. Many times children in foster care who have special needs for mental health or physical disabilities are placed in out-of-county group homes. The new program will be an effort to bring these children back to the county and provide the extensive services needed in either the family home or a foster care setting.

Ms. Scardaci related some recent political developments that have resulted in funding cuts at the State level, and subsequent loss of \$10 million in federal matching funds for pre-natal and newborn health programs. Legislation reinstating funds for lead screening and communicable disease prevention is also under consideration.

Mr. Butler asked why Plumas County was ineligible for Prop 10 School Readiness funding. Ms. Vieira said that none of the county schools' test scores were below the 30th percentile for third grade reading in 1999.

IX. Program Update: Safe Kids: Preventing Childhood Injuries

Barbara Biddle, Plumas County Public Health Agency

There are approximately 1200 children in the 0-5 age population of Plumas County. Safe Kids has been in operation since 1995, when it began with Office of Traffic Safety grants to fund purchase of auto safety seats. Accidental injuries are the leading cause of death of children in the US, more than all childhood illnesses combined. Community outreach has been done through Headstart, Child Protective Services, daycare providers, and court referrals. More than 1000 seats have been distributed in the last six years. A new law going into effect in January 2002 will require all children under six years of age and 60 pounds to be transported in an appropriate child restraint or booster seat. Safe Kids not only distributes needed equipment, but also provides essential training in correct use.

X. Next Meetings.

The next meeting will be held on October 10, 2001.

The meeting adjourned at 11:28 a.m.

Minutes respectfully submitted by: Diana Conen